

STATINTL

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100040033-4

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Memorandums after this number are filed with CIA

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STATINTL

16 September 1947

MEMORANDUM TO: All Assistant Directors
Staff Section Heads

SUBJECT: CIG Telephone Directory

1. CIG Telephone Directory dated August 1947 and classified RESTRICTED has been distributed within CIG.
2. All current telephone directories, those issued previously, and subsequent issues must be accounted for.
3. When new editions are issued, old editions, regardless of classification, must be returned to Services Branch, A&M, for disposition.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for
Administration and Management

7 May 1947


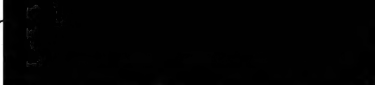





W. J. P.

MEMORANDUM FOR: PERSONNEL CONCERNED

SUBJECT: Move to North Interior Building

1. The move of the Director's Office and other CIG activities to the Seventh Floor, North Interior Building, will begin on Thursday, 8 May 1947, at approximately 9:00 a.m.

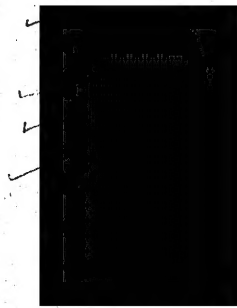
2. The following space assignments in the North Interior Building are hereby made:

		<u>Room Number</u>
STATINTL	✓ Director	7139
	✓ 	7135 and 7137
	✓ 	7131 and 7133
	Director's Conference Room	7129
STATINTLSTAT!	✓ Executive Director	7127
	✓ 	7125
	✓ 	7123
	✓ 	7121
STATINTLSTAT!	ICAPS Conference Rooms	7117 and 7119
	Nuclear Energy Group	7103, 7105, 7107, 7109, 7111, 7113, and 7115
		7132 and 7130
		7128

(894)

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STATINTL



7126

7124

7122

7120

STATINTL

G-2 Liaison Officers (2)



7118

7112

7110

7108

7104 and 7106

Receiving & Dispatching Unit,
Central Records Section

Receptionist

7102

3. Parking Spaces - The following parking space assignments are made:

Director

Parking Permit #10, North Interior Court

Deputy Director

" " #22, " " "

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Space #71, South Parking Area, New War Dept. Bldg.

"	#72,	"	"	"	"	"	"	"
"	#73,	"	"	"	"	"	"	"
"	#74,	"	"	"	"	"	"	"
"	#75,	"	"	"	"	"	"	"
"	#76,	"	"	"	"	"	"	"
"	#77,	"	"	"	"	"	"	"
"	#78,	"	"	"	"	"	"	"

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STATINTL

[REDACTED] Space #79, South Parking Area, New War Dept. Bldg.

" #80, " " " " " " "

" #20, Temporary Building No. 2

Temporary Parking Permit #15, Temporary Building No. 2

4. Telephones - Telephone extensions will remain substantially the same except where changes are requested by the Offices concerned.

5. Transportation - Transportation will be available in the same way as in New War Department Building, by calling Motor Pool, Extension 2284.

6. Central Records - The Distribution Unit of Central Records is moving to South Building. A receiving and dispatching unit of the Central Records Section will be established in North Interior Building for the offices located there. The Executive Registry will maintain files only for the Director's Office and the Executive Staff. When the files are for other than those offices and action has been completed, they should be forwarded through the Central Records unit in North Interior Building to the Central Files Unit, Central Records Section.

STATINTL

7. Supplies - [REDACTED] will continue to maintain stock of stationary supplies which will be available in Room 7106 North Interior Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Deputy Executive for Personnel
and Administration

12 March 1947

MEMORANDUM FOR: ALL C.I.G. EMPLOYEESSUBJECT: American Red Cross 1947 Fund Campaign


The American Red Cross Campaign for 1947 is underway. The funds raised in this campaign will, of course, be used to cover existing and continuing regular Red Cross services for the civilian welfare of our country. In addition to this health and educational service which this country, as well as other countries of the world, have come to know and accept as a matter of course, the American Red Cross has pledged its services and operations to the American Armed Forces at home, abroad, in occupied countries, and to our returned veterans and their families.

President Truman, in his statement to the Heads of Executive Departments, Commissions or Agencies, dated 7 January, has said, "During the coming year the war-related activities of the Red Cross will continue to be very extensive. Large numbers of men will still be in uniform. There are millions of veterans to whom the Red Cross has an obligation. Tens of thousands will be in Army, Navy and Veterans' hospitals for a long time to come. The Red Cross is trained and equipped through its thousands of Home Service workers to give the service needed, but it is imperative that the necessary funds be obtained to continue Red Cross operations on behalf of the Army, Navy and the veterans. To help raise the funds essential to finance this vast program, I desire that all departments of the Government cooperate wholeheartedly through the creation of an effective organization for the solicitation of their gifts."

Our share of the quota, which has been established for all Government agencies, is \$3,300. This quota can be obtained only from generous contributions on the part of each and every employee. National Red Cross Headquarters has indicated a scale of giving, which is in direct proportion to the salary of employees. This scale is as follows: Salaries ranging up to \$3,500 give \$5.00 to \$25.00 -- proportionately more from those with larger salaries. A definite scale will not be set for C.I.G., since I know that every employee will respond wholeheartedly and in keeping with his personal belief and financial circumstances.

During the month of March a fellow worker, who is a volunteer representative of the Red Cross, will ask you for your contribution. Your support, together with that of your fellow workers in C.I.G. will be our share and our goal.

STATINTL


Lieutenant General, USA
Director of Central Intelligence

(344)

File

OSW OFFICE MEMORANDUM
No. 14-16

WAR DEPARTMENT
OFFICE, SECRETARY OF WAR
Washington, 28 February 1947

TEMPORARY INSTRUCTIONS AND INFORMATION

Suspension of Officer Temporary Promotions

The Office, Secretary of War is in receipt of the following information from the Authorization and Military Personnel Section, Management Branch, Office, Chief of Staff. Any questions regarding this matter should be addressed to that office.

War Department Message WCL 24858, dated 26 February 1947, is quoted:

" 1. The purpose of this message is to announce the suspension of officer temporary promotions from the grades of captain to major and from 1st lieutenant to captain in addition to present suspension of promotion to lieutenant colonel and colonel.

" 2. Effective 1 March 1947 temporary promotions to the grades of major and captain are suspended. All recommendations for promotions to major and captain, AUS, being processed will be returned without action.

" 3. Exceptions to the above policy are:

"a. Promotions upon relief from active duty prescribed in War Department Circular 140, 46 as amended.

"b. Promotions of combat wounded officers prescribed in War Department Circular 215, 46 as amended.

"c. Promotions of recovered personnel under provisions of War Department Memorandum 580-5-1, 46.

"d. Promotion of Medical Department officers from 1st lieutenant to captain and captain to major as prescribed in paragraph 6 AR 605-12."

FOR THE ADMINISTRATIVE ASSISTANT:

George E. Brewer
GEORGE E. BREWER
Assistant Administrative Assistant
Office, Secretary of War

DISTRIBUTION

"X"
(All Activities having
military personnel, OSW)

STATINTL

CENTRAL INTELLIGENCE GROUP
New War Department Building
21st and Virginia Avenue, N. W.
Washington, D. C.

6 February 1947

MEMORANDUM FOR ALL EMPLOYEES, CIG

SUBJECT: 1946 Income Tax Returns

The Personnel Relations Section, in cooperation with Finance and Legal Divisions of C. I. G., has made arrangements to provide assistance to all employees of this agency in preparing and filing 1946 income tax returns.

Four employees were selected and have attended the Bureau of Internal Revenue's Income Tax School. As a result they will be in a position to provide advice and assistance. This service will be available between 10 February and 15 March, and the individuals named below may be contacted for appointments if desired.

STATINTL

It is requested that those anticipating the need for such service make arrangements at an early date following Feb. 10th in order that the facilities and time of these individuals may be apportioned in such a way that all employees may be served.

It is also requested that each employee have in his possession at the time of the appointment all tax information, and if such is done not more than 15 or 20 minutes should be required to handle each case. Tax forms will be available at this time.

Since the circumstances surrounding the assignments and work status of the individuals named above may vary, appointments will be made in accordance with these circumstances.

STATINTL

JUDSON H. LIGHTSEY
Chief, Personnel Division

New War Department Building
21st and Virginia Avenue, N. W.
Washington, D. C.

FILES

4 February 1947

MEMORANDUM FOR ALL EMPLOYEES, CIG

SUBJECT: Announcement of Civil Service Commission
Examinations for Clerk

The Civil Service Commission has announced examination (announcement #4 Local) (assembled), for probational appointment to the position of Clerk, Grades CAF-1 to CAF-4, inclusive, with base salaries from \$1,756 to \$2,394 a year. The purpose of this examination is to establish registers from which permanent appointments will be made.

Among the types of Clerk positions to be filled from this examination are: accounting, fiscal, audit, statistical, time, leave, payroll, appointment, personnel, information, stock, purchasing, property and supply, traffic, correspondence, editorial, proof-reader, mail, file, record, etc.

Announcements have been forwarded to all Executive and Administrative Officers within CIG and will be made available to you. Copies have also been placed on all CIG bulletin boards. Names and locations of Executive and Administrative Officers are as follows:

STATINTL

Organization	Name	Building & Room	Extension
OSO		Que	1043
ORE		Central	227
C&D		New War	2264
P&A and Exec. Offices		New War	2164
Finance		Central	209
Personnel		North	118
Services		North	200
Communications		South	209
OO			

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	203	2271
		576
	610	2997

It is important that all employees who are interested in making application for and taking this examination read carefully all information contained in the announcement to determine whether or not they meet the entrance requirements. (See reverse side of announcement.)

At this time, it is necessary to file only card Form 5000AB. However, it is important that all information requested be furnished on this card. This Form may be obtained from your immediate supervisor or from officials listed above.

The announcement states that the application card should be forwarded directly to the U. S. Civil Service Commission, Washington 25, D. C. However, the Personnel Division, CIG, desires that these cards be forwarded through your Administrative Officer, to the Personnel Division, where record will be made of application cards sent to the Civil Service Commission.

Although the closing date for receipt of applications by the Civil Service Commission is 13 February 1947, it is important that those who file application cards for entrance to this examination complete the cards and place them in the hands of their respective Administrative Officers not later than the close of business 11 February 1947.

STATINTL

JUDSON H. LIGHTSEY

30 December 1946


MEMORANDUM FOR: ALL CIG PERSONNEL

SUBJECT: Legal Holiday -- New Year's Day

1. New Year's Day, 1 January 1947 is a legal holiday. All en loyos are excused from duty on that day, except those who are normally required to be on duty during non-working periods.

2. It will be the responsibility of the Assistant Directors and Chiefs of Divisions, Personnel & Administrative Branch, to provide an adequate staff on this day.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, AGD
Executive for Personnel
and Administration

STATINTL

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Location of Central Registry Units

1. Effective 20 December 1946, the courier and Central Mail Units of the Central Registry Section, Communications Division, P & A, will be located as follows:

Central Mail Unit 307 South Bldg. (Ext. 719-720)

Courier Unit 317, 321 South Bldg. (Ext. 2542-2543, 2024)

STATINTL

2. The mailing address for CIG, as indicated in CIG Administrative Order [REDACTED] dated 30 September 1946, will remain as follows:

Central Intelligence Group
(Name of Activity)
Room 2161, New War Dept. Bldg.
21st and Virginia Avenue, N. W.
Washington 25, D. C.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE :

STATINTL

[REDACTED]
Colonel, AGD

Executive for Personnel and Administration

17 December 1946

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Half Holiday on Christmas Eve and Christmas Parties

1. Pursuant to Executive Order 9810, CIG employees will be excused from duty at 1230 hours on 24 December 1946.

2. The Assistant Directors and the Executive for Personnel and Administration are requested to arrange schedules for personnel whose services are required during non-working periods.

3.

3. Christmas parties within CIG buildings may be held by the various offices, provided no alcoholic beverages are consumed, and parties do not continue after 1230 hours.

4. The Que Building Cafeteria will be closed all day on Tuesday, 24 December 1946.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Colonel, AGH
Executive for Personnel and Administration

File

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
WASHINGTON 25, D. C.

December 16, 1946

To: All Employees

1. Group Hospitalization, Inc., Washington's civic, non-profit Hospital Service Plan, has announced that it will accept new subscribers this month in the agencies of the Central Intelligence Group located in the District of Columbia. Applications must be submitted between December 13 and December 24 for participation beginning January 1.

2. With the exception of new appointees, who may enroll at any time during the first 60 days of their employment, and veterans, who may enroll at any time within 6 months after their discharge, this will be the only opportunity for employees to enroll in our group during the next year.

3. The enclosed leaflet describes this Plan, which now has more than 275,000 persons under protection in the metropolitan area of Washington. Group Hospitalization enables employed persons to meet their hospital bills and those of their families with ease, and thousands of our employees have enjoyed the protection and service provided by this plan.

4. One of the most attractive features is that Group Hospitalization, Inc. makes a payment direct to the Participating Member hospitals for services rendered its subscribers.

5. It is not necessary for you to lose this protection if you change jobs or leave the employ of the Federal government.

6. Payments must be made to the Group Treasurer not later than three days following the first pay day of each month. Application blanks and additional information may be obtained from [redacted] Group Treasurer for Group Hospitalization, Inc., Ext. 680, Room 114 North Building.

JUDSON H. LIGHTNEY
Chief, Personnel Division

STATINTL

STATINTL

10 December 1946

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Christmas Decorations in Government Buildings

1. Quoted below is a memorandum received from the Office of Buildings Management, Federal Works Agency, Public Buildings Administration, regarding Christmas decorations in Government buildings:

"December 2, 1946

"TO: Chief Clerks and Administrative Officers of the Executive Departments and Independent Agencies

SUBJECT: Christmas Decorations in Government Buildings

We would appreciate your cooperation in the enforcement of the following regulations regarding the placing of Christmas trees or Christmas decorations in buildings operated by this office.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and in frame buildings provided with automatic sprinkler protection. No trees will be permitted in frame buildings without such protection unless approval is given by the Superintendent. The trees should not be kept in buildings for more than seven days.

No cotton or other inflammable materials may be used for decorating the trees. No lighted candles will be permitted in any buildings. Electric lights will be permitted on Christmas trees and in buildings, if the installation of such lights is inspected and approved by the Superintendent. Inflammable decorations will not be permitted in buildings without the approval of the Superintendent. If the use of decorations and Christmas trees is contemplated for dances, parties, or other gatherings in Government buildings, prior approval must be obtained from the Superintendent.

Should there be any question concerning the interpretation of the above regulations, the Superintendent should be consulted.

The approach of a new year gives us an opportunity to reflect upon the accomplishments of the past twelve months, and upon the importance your cooperation and good will play in the effectual functioning of this office. Permit us at this time to express our sincere appreciation for the fine spirit of cooperation you have so frequently demonstrated.

/s/ CHARLES A. PETERS

Charles A. Peters
Deputy Commissioner
for Buildings Management"

STATINTL□

2. It is requested that all personnel of CIG comply with this instruction. Any question in this connection should be directed to [REDACTED] Extension 2168..

STATINTL□

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL□

25 November 1946

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Conservation of Fuel and Electricity

1. Quoted below is a memorandum from the Office of Buildings Management, Public Buildings Administration, Federal Works Agency, Subject: "Conservation of Fuel and Electricity".

" November 21, 1946.

MEMORANDUM for Chief Clerks, Administrative Officers of the Executive Departments and Independent Agencies

SUBJECT: Conservation of Fuel and Electricity

Major General Philip B. Fleming has directed the Public Buildings Administration to take every necessary step to conserve the Government's fuel supply and the use of electricity. In view of the serious situation it will be necessary to return to war time heating and lighting schedules in Federal Buildings.

To meet the situation and to accomplish the maximum saving in fuel and electricity, it is very necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

1. Do not use unnecessary lights.
2. Keep windows and doors closed so that the inside air does not unnecessarily escape to the outside.
3. Heating units controlled by room occupants should be used to meet minimum heating requirements.
4. Heating units controlled by building operating personnel should not be disturbed by room occupants.

The operating personnel will take periodic readings of the temperatures throughout the buildings each day and will make whatever adjustments of the control equipment or operating procedure as are necessary or practical to keep the temperatures to minimum requirements. The supervisors of the night cleaning force will again instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed, radiators turned off to prevent overheating and lights turned out when not needed.

Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated.

/s/ CHARLES A. PETERS

Charles A. Peters
Deputy Commissioner
for Buildings Management"

2. It is requested that all employees of the Central Intelligence Group comply with this memorandum.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

2

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

21 November 1946

MEMORANDUM FOR ALL C.I.G. PERSONNEL

SUBJECT: Definition of Central Intelligence Group

1. Inquiries are continually being made by persons sincerely interested in the organization of the Central Intelligence Group. These persons include, of course, prospective employees as well as persons who merely know of the existence of such an organization, and upon meeting an employee of this Group they generally ask, in effect, "Just what is the Central Intelligence?"


2. In order that uniformity may be maintained in answering such inquiries, and in order that maximum possible security may be attained, it is believed that a uniform definition should be established. It is, therefore, proposed that the following definition of the Central Intelligence Group be used in response to inquiries which are inevitable and legitimate:

"The Central Intelligence Group is a recently created interdepartmental organization in which the State, War, Navy and sometimes other departments participate. It coordinates all activities of the Government involved in obtaining and analyzing information about foreign countries which this country needs for its national security. It also furnishes interdepartmental analyses of this type of information for use by Government officials."

This definition, while basically true, is unrevealing and should stop further curiosity.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Colonel, CIG
Executive for Personnel and Administration

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

21 November 1946

MEMORANDUM FOR ALL C.I.G. PERSONNEL

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Colonel, CAC
Executive for Personnel and Administration

CENTRAL INTELLIGENCE GROUP
1157 WAR DEPT. Bldg. BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

12 November 1946

MEMORANDUM TO: All CIG Personnel


SUBJECT: Thanksgiving Day

1. Thanksgiving Day, 28 November 1946, has been declared a legal holiday.

2. Therefore, CIG personnel will not be required to report for duty that day, except such personnel as are usually required on non-working days.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, USA
Executive for Personnel and Administration

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CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

6 November 1946

MEMORANDUM TO: ALL CIG PERSONNEL
SUBJECT: Change No. 1 to Memorandum Dated 14 October 1946,
Subject: "Long Distance Telephone Usage"

1. Subject memorandum is amended as indicated below:

a. Paragraph 2(b), after the words "Chief, Inter-departmental Coordinating and Planning Staff", insert the words "Assistant Director for Operations".

b. Paragraph 3, change the words "Chief of Office of 'B' Deputy" and "Administrative Officer for 'B' Deputy" to read "Chief, Commercial Contacts Branch of Office of Operations" and "Administrative Officer for Commercial Contacts Branch of Office of Operations", respectively.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, CAC
Executive for Personnel and Administration

25X1A

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CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

30 October 1946

MEMORANDUM


TO: All CIG Personnel

SUBJECT: Armistice Day

1. The President has declared Armistice Day, Monday, 11 November 1946, a legal holiday.
2. Therefore, CIG personnel will not be required to report for duty that day, except such personnel as are usually required on non-working days.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Deputy Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

22 October 1946


MEMORANDUM FOR ALL CIG PERSONNEL

Effective 28 October 1946, EXecutive-6100 will be disconnected. Telephone calls for the Central Intelligence Group to personnel located in the North, Central, Administration, South and Que Buildings will be directed to call EXecutive-6115. Calls through "Government" to the Central Intelligence Group from other departments should be made by requesting the operator to connect with the "Central Intelligence Group".

The Headquarters Offices of CIG in the New War Department Building will remain on REpublic-6700.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Deputy Executive for Personnel
and Administration

RESTRICTED

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

18 October 1946

MEMORANDUM

TO: All CIG Personnel


SUBJECT: Change in Cafeteria Hours

Effective Monday, 21 October 1946, the new hours of the Cafeteria located in Que Building will be in force. These will be as follows:

Breakfast	-	From 0745 to 0830 hours
Luncheon	-	From 1115 to 1345 hours

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Deputy Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

Ref.

14 October 1946

MEMORANDUM

TO: All CIG Personnel

SUBJECT: Long Distance Telephone Usage

1. Memorandum, subject as above, dated 6 September 1946, is hereby rescinded, and the following is substituted therefor:

2. War Department Administrative Memorandum No. W-1, dated 8 May 1944, provides that the following procedures be followed in all instances where long distance telephone calls are made from offices serviced by the War Department switchboard.

a. Personal long distance telephone calls will not be made through the Department's switchboard but will be made from coin box telephones located throughout the building.

b. No long distance telephone call will be made over leased line or commercial facilities by any person in the Central Intelligence Group for the transaction of official business unless the call is specifically authorized in advance by the Director, the Executive to the Director, the Assistant Executive Director, the Chief, Interdepartmental Coordinating and Planning Staff, Assistant Director for Collection and Dissemination, and the Executive for Personnel and Administration. A list of the persons to whom authority to approve long distance phone calls has been delegated has been furnished to the Director of Communications, Office, Secretary of War.

c. It will be the responsibility of each person named above to:

(1) Examine each request to place a long distance telephone call to determine if the call is necessary or if radio, telegraph, air mail, or some other form of communication will suffice.

(2) Maintain a ten-day report sheet. This report sheet will be maintained at the desk of the authorized individual or his secretary. The information will be entered on the ten-day report sheet by the person placing the call or as soon as it has been authorized. If the call is not completed during the day, it will not be necessary to remove the authorization

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from the report sheet but a new authorization must be granted and recorded when the call is again placed. Incompleted calls will not be held over from one day to the next but shall be cancelled at the end of each day. This report will be sent to the Executive for Personnel and Administration, Room 2164, New War Department Building, to reach him before 1200 on the 6th, 16th, and 26th of each month. The report on the 6th of each month will include the ten-day period from the 26th day of the preceding month through the 5th day of the current month. The report on the 16th of each month will include the ten-day period from the 6th through the 15th day of the current month. The report on the 26th will include the ten-day period from the 16th through the 25th day of the current month. These report sheets will be checked against the War Department bill by the Office of the Director of Communications, Office, Secretary of War, and unauthorized calls will be reported for disciplinary action.

(3) Coordinate requests so that several people in the same office who may have to call the same point can do so on the one call.

(4) See that as many calls as possible are made before 0930, between 1200 and 1400, and after 1700, hours when the traffic volumes are lightest.

3. The same general limitations which apply to long distance calls made through the War Department switchboard shall apply to those made by personnel serviced from the Executive-6100 switchboard. Calls made through the Executive-6100 switchboard must be authorized in advance by the Assistant Director for Special Operations, the Executive Officer for Special Operations, the Assistant Executive Officer for Special Operations, Chief of Office of "A" Deputy, Administrative Officer for "A" Deputy, each Foreign Branch Chief of "A" Deputy, Chief of Office of "B" Deputy, Administrative Officer for "B" Deputy, Chiefs of Foreign Commerce and Travel and Research Branches of "B" Deputy, Assistant Director for Research and Evaluation, Executive Officer of Office of Research and Evaluation, and the Chiefs of the Communications, Projects Support, Finance, Services, Security, and Personnel Divisions of the Personnel and Administrative Branch. A list of personnel authorized to approve


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official long distance telephone calls will be furnished to the Chief Operator,
EXecutive-6100.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Colonel, CAC
Executive for Personnel and Administration

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100040033-4

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

7 October 1946


MEMORANDUM FOR: ALL CIG PERSONNEL

SUBJECT: Designation of Address For Buildings Assigned to
CIG Located at 25th and E Streets, N. W.

Effective immediately, the premises and buildings
assigned to the Central Intelligence Group located at 25th and E Streets,
N. W., including the North, Central, Administration, South and Que Buildings,
shall be referred to as "2430 E Street, N. W.".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, CAC
Executive for Personnel and Administration

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and VIRGINIA AVENUE, N. W.
WASHINGTON, D. C.


18 June 1946

MEMORANDUM FOR: ALL C.I.G. PERSONNEL

SUBJECT: Overtime

1. Inasmuch as C.I.G. personnel are assigned from State, War and Navy Departments, the policy of this Group, reference payment for overtime worked in excess of the administrative work-week, will comply with the regulations of the contributing departments.
2. The administrative work-week now consists of forty (40) hours — five (5) eight (8) hour days. Hours of work for the group are 0830 to 1700 with one-half (1/2) hour for lunch; Mondays through Fridays of each week.
3. No paid overtime will be authorized without prior approval by the staff or division head concerned and the Administrative Officer. Approval in each case will be on basis of essentiality and urgency. Every effort will be made to keep overtime to a minimum.
4. Those staff divisions whose duties require routine "overtime" will make special arrangements with the Administrative Division covering their special requirements.

STATINTL


Colonel, CAC
Administrative Officer

(1042)


11 June 1946

MEMORANDUM FOR ALL CIG PERSONNEL

Subject: Annual Leave Policy

1. During the formative period of the Central Intelligence Group, it is deemed necessary to announce an interim leave policy applicable to all personnel (military and civilian). Inasmuch as personnel are assigned from the State, War and Navy Departments, an effort will be made to comply, in so far as practicable, with the leave regulations of the three departments and still not penalize the personnel assigned from the department having the most stringent leave policy.
2. Leaves may be granted for a continuous period of not to exceed fifteen (15) calendar days plus travel time (not in excess of ten (10) days), during the remainder of the calendar year 1946.
3. The authority granted in paragraph 2 above does not apply to emergency leaves granted employees; and will not prejudice the granting of vacation leave by virtue of having been granted an emergency leave.
4. A maximum of sixteen (16) hours annual leave may be granted to civilian employees at any time, for other than vacation purposes. This leave will not be counted against leave authorized by paragraph 2 above.
5. Military personnel may be granted permission to be absent from the vicinity of Washington for a period of not to exceed forty-eight (48) hours (VOCO) which will not be counted as annual leave.
6. Due to shortage of personnel throughout the group, no replacements will be furnished by the Administrative Division to cover absences within major staff divisions created by the granting of vacation leaves.
7. Leave requests of all types will be approved by the Staff division concerned and forwarded to the Administrative Division for completion and final approval in all cases.

STATINTL


Colonel, CAC
Administrative Officer

STATINTL

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100040033-4

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CONFIDENTIALCOPY NO. 10TELEPHONE DIRECTORYCENTRAL INTELLIGENCE GROUP

REpublic 6700

EXecutive 6100 for extensions with asterisks

- Notes:
1. The distribution of this directory will be limited to only those individuals requiring the information contained herein.
 2. Room numbers listed are New War Department Building except those listed as Administration, South and Central Buildings, which are at 25th and E Streets, N. W.

<u>Offices</u>	<u>Room Number</u>	<u>Extension Number</u>
Office of the Director	2167	
Executive to Director	2168	79624
Secretariat	2165	76854
		79624
Executive Staff		
Assistant Executive Director	2170	78206
Secretary, NIA	2171	76740
Executive for Operations	2171	77400
Organization Division	2176	77300
Policy Division	2171-A	77606
Advisory Council	2172	78603
Executive for Personnel and Administration		
Finance Division	2164	76943
Communications Division	2164	76943
Courier Section	253 South Bldg.	2615 *
Central Records Section	2161	77675
Services Division	2161	76716
Procurement & Supply Section	2163	77125
Personnel Division	2161	77675
Security Division	2162	77541
Legislative Liaison Division	2180	78653
	2180	76097
Interdepartmental Coordinating and Planning Staff	2262	76800
Office of Special Operations Control Branch	221 Admin. Bldg.	2877 *
Office of Collection		
Acting Assistant Director	2178	76760
Executive	2178	78701
Personnel & Adm. Branch	2178	78701
Information Control Branch	2178	78701
Special Intelligence Branch	2178	76760
Security Branch	2178	78701
Requirements Branch	2178	78701
FBIS Branch	2178	76760

CONFIDENTIAL

(1901-S)

CONFIDENTIAL

- 2 -

<u>Office</u>	<u>Room Number</u>	<u>Extension Number</u>
Office of Research and Evaluation		
Acting Assistant Director	112 Central Bldg.	2868-9 *
Central Reports Staff	112 Central Bldg.	2868-9 *
Plans & Requirements Staff	103 Central Bldg.	2803 *
Executive	112 Central Bldg.	2836-7 *
Western Hemisphere Branch	100-A Central Bldg.	2888 *
Western Europe-Africa Branch	206 Central Bldg.	2807 *
Eastern Europe-Middle East Branch	218 Central Bldg.	2809 *
Far East-Pacific Branch	109 Central Bldg.	2853-2 *
Office of Dissemination		
Acting Assistant Director	2262-A	77968
Acting Deputy Assistant Director	2262-A	77302
Survey & Control Branch	2263	76684
Publications Branch	2263	77005
Presentation Branch	2263	77005

21 August 1946

CONFIDENTIAL

GENERAL SERVICES ADMINISTRATION
PUBLIC BUILDINGS SERVICE
BUILDINGS MANAGEMENT DIVISION

April 3, 1950

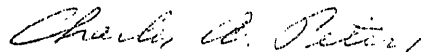
MEMORANDUM for Administrative Officers of the Executive
Departments and Independent Agencies

SUBJECT: Conservation of Electricity

I am greatly concerned over the increase in our electric current bill. While there has been an increase in the rates there has also been a substantial increase in consumption. I believe it important that we again renew our efforts toward conservation to reduce our electric current bill.

Each employee in your department or agency can make a major contribution to this program. Possibly the greatest waste in the use of electricity occurs in lighting. We want the employees to use the light they need when it is needed, but when not needed the lights should be turned off. Desk lamps, where used, should be turned on only when needed. Each additional dollar that is spent for electric current means one dollar less in the amount available for other services in the buildings.

Your splendid cooperation in the past has contributed much toward our conservation programs, and I know that we can count on your continued efforts in that direction.



Charles A. Peters
Director
Buildings Management Division

6 September 1946

MEMORANDUM

TO: All CIG Personnel
FROM: Executive for Personnel and Administration
SUBJECT: Long Distance Telephone Usage

1. Memorandum, subject as above, dated 8 March 1946, is hereby rescinded, and the following is substituted therefor:

2. War Department Administrative Memorandum No. W-1, dated 8 May 1944, provides that the following procedures be followed in all instances where long distance telephone calls are made.

a. Personal long distance telephone calls will not be made through the Department's switchboard but will be made from coin box telephones located throughout the building.

b. No long distance telephone call will be made over leased line or commercial facilities by any person in the Central Intelligence Group for the transaction of official business unless the call is specifically authorized in advance by the Director, the Executive to the Director, the Assistant Executive Director, the Chief, Interdepartmental Coordinating and Planning Staff, Assistant Director for Dissemination, Assistant Director for Collection, and the Executive for Personnel and Administration. A list of the persons to whom authority to approve long distance phone calls has been delegated has been furnished to the Director of Communications, Office, Secretary of War.

c. It will be the responsibility of each person named above to:

(1) Examine each request to place a long distance telephone call to determine if the call is necessary or if radio, telegraph, air mail, or some other form of communication will suffice.

(2) Maintain a ten-day report sheet. This report sheet will be maintained at the desk of the authorized individual or his secretary. The information will be entered on the ten-day report sheet by the person placing the call or as soon as it has been authorized. If the call is not completed during

from the report sheet but a new authorization must be granted and recorded when the call is again placed. Incompleted calls will not be held over from one day to the next but shall be cancelled at the end of each day. This report will be sent to the Executive for Personnel and Administration, Room 2164, New War Department Building, to reach him before 1200 on the 6th, 16th, and 26th of each month. The report on the 6th of each month will include the ten-day period from the 26th day of the preceding month through the 5th day of the current month. The report on the 16th of each month will include the ten-day period from the 6th through the 15th day of the current month. The report on the 26th will include the ten-day period from the 16th through the 25th day of the current month. These report sheets will be checked against the War Department bill by the Office of the Director of Communications, Office, Secretary of War, and unauthorized calls will be reported for disciplinary action.

(3) Coordinate requests so that several people in the same office who may have to call the same point can do so on the one call.

(4) See that as many calls as possible are made before 0930, between 1200 and 1400, and after 1700, hours when the traffic volumes are lightest.

6 September 1946

MEMORANDUM

TO: All CIG Personnel
FROM: Executive for Personnel and Administration
SUBJECT: Long Distance Telephone Usage

1. Memorandum, subject as above, dated 8 March 1946, is hereby rescinded, and the following is substituted therefor:

2. War Department Administrative Memorandum No. W-1, dated 6 May 1944, provides that the following procedures be followed in all instances where long distance telephone calls are made.

a. Personal long distance telephone calls will not be made through the Department's switchboard but will be made from coin box telephones located throughout the building.

b. No long distance telephone call will be made over leased line or commercial facilities by any person in the Central Intelligence Group for the transaction of official business unless the call is specifically authorized in advance by the Director, the Executive to the Director, the Assistant Executive Director, the Chief, Interdepartmental Coordinating and Planning Staff, Assistant Director for Dissemination, Assistant Director for Collection, and the Executive for Personnel and Administration. A list of the persons to whom authority to approve long distance phone calls has been delegated has been furnished to the Director of Communications, Office, Secretary of War.

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(2) Maintain a ten-day report sheet. This report sheet will be maintained at the desk of the authorized individual or his secretary. The information will be entered on the ten-day report sheet by the person placing the call or as soon as it has been authorized. If the call is not completed during the day, it will not be necessary to remove the authorization

from the report sheet but a new authorization must be granted and recorded when the call is again placed. Incompleted calls will not be held over from one day to the next but shall be cancelled at the end of each day. This report will be sent to the Executive for Personnel and Administration, Room 2164, New War Department Building, to reach him before 1200 on the 6th, 16th, and 26th of each month. The report on the 6th of each month will include the ten-day period from the 26th day of the preceding month through the 5th day of the current month. The report on the 16th of each month will include the ten-day period from the 6th through the 15th day of the current month. The report on the 26th will include the ten-day period from the 16th through the 25th day of the current month. These report sheets will be checked against the War Department bill by the Office of the Director of Communications, Office, Secretary of War, and unauthorized calls will be reported for disciplinary action.

(3) Coordinate requests so that several people in the same office who may have to call the same point can do so on the one call.

(4) See that as many calls as possible are made before 0930, between 1200 and 1400, and after 1700, hours when the traffic volumes are lightest.

FEDERAL WORKS AGENCY
PUBLIC BUILDINGS ADMINISTRATION

"Rules and Regulations Governing Public Buildings and Grounds"

1. Authority - These rules and regulations are promulgated pursuant to Public Law No. 566 of the 80th Congress, approved June 1, 1948.
2. Applicability - These rules and regulations shall apply to all persons employed or entering in or on buildings and grounds under the charge and control of the Federal Works Agency, Public Buildings Administration.
3. Preservation of Public Property - The injury, abuse, or damage in any way whatsoever of any public building or part thereof, including signs, regulations, decorations or other facility or equipment, or of any tree, shrub, flower or other planting material is prohibited.
4. Nuisances - The use of loud, abusive or otherwise improper language, unwarranted loitering, sleeping or assembly, throwing articles of all kinds from public buildings, the creation of any hazard to persons or things, improper disposal of rubbish, spitting, climbing upon any part of a building, prurient prying, the commission of any obscene or indecent act, or any other unseemly conduct, is prohibited.
5. Gambling - Participating in games for money or property, or the operation of gambling devices, or the selling or purchasing of numbers tickets, is prohibited.
6. Soliciting and Vending - The soliciting of alms and contributions for private gain, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, or the collecting of private debts is prohibited unless authorized in connection with the building operation.
7. Use of Liquors, etc. - Entering a public building or the driving of a motor vehicle in or on public property by a person visibly under the influence of an intoxicating liquor or narcotic drug, or the consumption of such liquors or drugs within a public building is prohibited.
8. Photography - Taking photographs within a public building for commercial or publication purposes without authority is prohibited.
9. Dogs - Other Animals - Bringing a dog or other animal, except seeing-eye dogs, into a public building is prohibited unless prior permission is obtained.
10. Automobile Traffic - (a) Drivers of all motor vehicles within public buildings and grounds shall drive in a careful and safe manner at all times and shall comply with the directions of all posted traffic signs; (b) The blocking of entrances, driveways, walks, loading platforms or fire hydrants, is prohibited; (c) Except in emergencies, parking in public buildings and grounds is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited.
11. Local Laws - Federal and local and state laws and regulations applicable to an area in which a public building and grounds are situated shall apply to that public property where they are not inconsistent with the rules set forth herein.
12. Penalties - Whoever shall violate any rule or regulation set forth herein shall be fined not more than \$50 or imprisoned not more than thirty days, or both, except that offenses committed against laws applying to the local area in which a public property is situated may be prosecuted in accordance with such laws.

Approved April 1, 1949
Philip B. Fleming
Major General, U. S. A.
Administrator

P-7373

19
5 June 1947

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Election of the Employee Member to the
Efficiency Rating Board of Review.

It is the right of all civilian employees of CIG except those paid from special or unvouchered funds, to elect a representative to the Efficiency Rating Board of Review. This board will consist of a member appointed by the Director of CIG, a member elected by the employees and the Chairman of the Board appointed by the Civil Service Commission. The Board will hear and decide all appeals from efficiency ratings for the current year.

The election will be held on 13 June 1947 from 10:00 A.M. to 4:15 P.M. in the several buildings which house CIG. Ballots will be issued to eligible employees at the time they receive their pay check. Voting will be by secret ballot, and there will be no coercion or influence exercised over the voters. Ballot clerks stationed in pay disbursing offices will answer any question concerning the voting procedure.

In order to be elected, the candidate, in addition to receiving the greatest number of votes, must receive a number of votes equal to one third of all the votes cast; the candidate receiving the next highest will serve as alternate, provided he receives at least ten per cent of the total number of votes. Each employee will vote only in the building in which he works.

Employee Election Committee

(1314)

STATINTL

#33

5 July 1949

ave

MEMORANDUM FOR ALL EMPLOYEES OF THE SERVICES OFFICE, OVERT BRANCH

The Government Employees Health Association, which was organized within CIA on 15 July 1948, makes available a group plan of hospitalization to employees who are not eligible for the other group plans within the Agency. This plan is underwritten by the Mutual Benefit Health & Accident Association of Omaha.

The rates are as follows:

	<u>Monthly</u>
I. Single member only	\$1.60
II. Married member and spouse	4.75
III. Married member, spouse and all children	6.00
IV. Member and all children, where there is no adult dependent	4.75

The Association requires payment of a membership fee of \$1.00 and payment of two months' premiums at the time application is made for membership.

If you are interested in joining the Government Employees Health Association you must act promptly as the membership will be closed as of 31 July 1949.

For further information and application see [REDACTED]
Room 201, North Building, Extension 785.

STATINTL

#26
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

MEMORANDUM FOR ALL CIA EMPLOYEES

24 February 1948

SUBJECT: 1948 Red Cross Fund Campaign

The 1948 Red Cross Fund Campaign is now under way. The funds raised in this Campaign will be used to cover existing and continuing regular Red Cross services for the welfare of our country. The American Red Cross continues to aid sufferers in hurricanes, tornadoes, epidemics, fires and floods, as well as to give extensive services to members of our Armed Forces, to our veterans and their families. Its disaster service and expenditures for rehabilitation last year exceeded the record of any one of the previous ten years.

President Truman, in his statement to the Heads of Executive Departments, Commissions, or Agencies, dated 2 January 1948, stated in part:

"The several volunteer and educational services and Junior Red Cross serve the needs of their community and country. The new civilian blood program eventually will make whole blood and plasma available to all people - an indispensable service to prevent much needless suffering and loss of life. Abroad, the Red Cross field and hospital workers continue services to our Army, Navy and Air Forces - the largest in peacetime history - in the Arctic Circle, Europe, Asia, and the Pacific.

"A chief purpose of our government is to promote the health and welfare of our people. I desire as a most fitting corollary that all our government departments, commissions and agencies, wherever their employees may be stationed throughout the nation, actively cooperate with their respective Red Cross chapters in the 1948 Red Cross Fund Campaign to be conducted in March.


"We have ample power to relieve the burdens of our fellowmen and by generous acts of kindness and goodwill impel new life and hope. Each citizen through team-work in his Red Cross is serving his country and thereby building a stronger, more splendid America."

There is no doubt in my mind that every employee of CIA will wish to contribute to this Campaign wholeheartedly and in keeping with his personal belief and financial circumstances. It is to be noted that this Agency, during the 1947 campaign, made a total contribution of \$4,245.59.

You will soon be approached by a fellow worker who is a volunteer representative of the Red Cross. Your contribution will be your share in making the 1948 Campaign a successful one.

STATINTL

(5057)


R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Handwritten:
Hupl
Please circulate if
not already done.
JR

Handwritten:
#16

"Q" BUILDING CAFETERIA

The number of employees in this area utilizing the facilities of the cafeteria in Que Building taxes its capacity to the limit within the hours of service.

Numerous instances have been noted wherein patrons sit around the tables to talk and smoke after completing their meal, while others are waiting in line.

All employees are urged to cooperate by vacating tables promptly upon completion of their meal in order that there may be room for others.

FOR THE DIRECTOR, CENTRAL INTELLIGENCE GROUP:

STATINTL



Colonel, AGD

12 February 1947

MEMORANDUM FOR: ALL CIG PERSONNEL

SUBJECT: Emergency Food Service

Quoted below is a memorandum received from the Public Buildings Administration, Federal Works Agency, subject as above.

"FEDERAL WORKS AGENCY
PUBLIC BUILDINGS ADMINISTRATION
Washington

"December 27, 1946

"TO: Chief Clerks and Administrative Officers of the
Executive Departments and Independent Agencies

SUBJECT: Emergency Food Service

"In the event that cafeteria employees of Government Services, Inc., who are members of the United Cafeteria Workers, Local 471 of the United Public Workers of America, CIO and the Government Services, Inc., fail to come to an agreement regarding a new contract for 1947, it is expected that a walkout or a strike condition will prevail in the Government cafeterias on or about January 2, 1947. Should this situation develop, we have been advised that arrangements will be made by Government Services, Inc. to provide emergency food service at a limited number of cafeterias.

"1. Food consisting, generally, of soup, sandwiches, brick ice cream, beverages and miscellaneous packaged goods will be served.

"2. Cafeteria dining space will be made available, in all buildings with cafeterias, for those who bring their lunch into the buildings.

"3. Each person who uses the dining facilities shall deposit all uneaten food and lunch wrappings in receptacles that will be provided for the purpose.

"4. Special dining rooms will be closed.

"5. The cafeterias that will be used by Government Services, Inc. to provide noon time emergency food service are:

Commerce	Labor
General Accounting Office	Temporary B
Home Owners Loan Corporation	Temporary 7
Justice	Temporary 8
Langston Residence Halls	Munitions
Temporary II	Navy
Temporary K	New Post Office
Arlington Farms	Procurement
Federal Office Building #2	Social Security
Federal Office Building #3	War
Interior	59 M Street, N. E.
Internal Revenue	

"6. All other cafeterias will be closed except the dining areas may be used by Government personnel to eat the lunches they bring into the buildings.

"7. Snack bars will not be affected by the strike.

"8. Breakfast will not be served.

"9. All inquiries relating to the use of cafeteria dining areas, the emergency food service, and any details not covered by this memorandum should be directed to the Building Superintendent concerned.

-2-

"10. The Guard Force has been instructed to maintain order within the Government buildings at all times to prevent demonstrations and placarding of any kind within the buildings and to report anyone who fails to use the dining space properly.


"11. Your cooperation in advising your office personnel on actions that will be taken on the subject of 'Emergency Food Service' will be most helpful and deeply appreciated.

/s/ R. O. Jennings

R. O. Jennings
Acting Commissioner
of Public Buildings"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, ASD
Executive for Personnel
and Administration